

Test Security Visits Lessons Learned

What steps do you provide so there are no distractions for your students during testing?

- Closed doors and windows
- Covered distractions
- "Pep talk"
- Move student around and put something between them; Seating arrangements
- Signs on doors and windows
- Monitored halls
- Schedules to staff; pencils sharpened; snacks/water
- Safe environment; materials ready
- Same time daily
- Bells turned off
- Kept room cool
- Restroom/drink breaks prior to testing
- In the announcements for a week prior to testing so that students and teachers know that testing is going on.
- Buzzers were silenced; No intercom; No announcements
- During the testing make sure the students are quiet and preparing them to have something to work on if they finished before the others.
- Schedule, If student late they are sent to study hall until break. Teacher is emailed that student has arrived.
- Students raise their hand for needs
- Hand out Kleenex, pass out pencils and booklets; do not allow them to get out of desk. Raise hand. Stay at desk or walk around the room (no side noise of tasks like file draws opening etc.
- Room that is quiet- all schools test at same time and all students are kept until end of session.
- Put most distracted students closer to the teacher
- They make sure that every level of student is in their classroom working while the 11th grades are taking tests. Seniors are not here. They are allowed to come late on test days. Faculty at doors reminding them as students come in to keep quiet – testing
- Books are set on floor so they do not have to dig in desk.
- The blinds are lowered. Computers are off and no external noises present.
- Test is given by homeroom teachers so that you have 20 or less students.
- Good communication during testing; other classes knew when each other was testing; certain parts of school were being tested
- Feed kids breakfast
- No afternoon testing (less heat)
- Testing rooms in 1 department area; no traffic/other classes; TC in hallway
- The seniors are not here during the rest time. The 9th and 10th grade have activities and are not allowed to leave their rooms. All the teachers that do not have students at that time monitor the halls and doors and bring stray students to the office.
- In the intermediate - all the students are testing at the same time. Everyone knows that it is quiet time. No special classes (PE, etc.) so no transition to other classrooms. Ask for cooperation from the rest of the staff to remain quiet when testing signs are up. This is also done at the Middle School and H/S. In all buildings free staff monitors the hallways.
- Principals walk through halls.
- High School dismissed other grades one afternoon and one morning just for testing. Dividing students into small groups, taking frequent breaks and having test monitors

- present. Tried to make a consistent schedule so all students were testing at the same time.
- One person administers test

What steps have you taken to provide a positive, supportive, yet neutral atmosphere in your classroom during the testing period?

- Schedule breaks
- No home work
- Comfortable climate
- Talked about expectations and frustrations
- "Good Luck!" notes on walls/desks; fun projects during week
- Assured students they had plenty of time; not to worry
- Talked about value of testing
- Snacks before/party after; discussion about importance of test
- Read "Testing Miss Mularkey"; emphasized a "showcase of learning"
- Talked about expectations/frustration
- Longer recess; kept extra curricula's; didn't test Monday or Thursday (prior to 3-day weekend)
- Reinforce how smart they are.....tell my students to think about it.....take your time.....do your best.
- Adamant about students who are done first having available activities to do so that they aren't causing a disturbance.
- We start off with a testing kick off which is like a pep rally for grades three four and five. A local church provided banana bread for breaks. A balloon bouquet was given to each classroom. A motivational pencil and eraser was provided. Extra recesses.....some classrooms were told that they would have no homework for that week. Students were told to get plenty of sleep and eat a good breakfast.
- Whole school pep rally-gave out candy "don't be a dumb, dumb" with Suckers attached Let be a smarty (with smarty candies attached) I review standards with the students 2 weeks prior to the test. We then look at weaknesses to strengthen. We practice using bubble sheets
- Prior to testing. I explain the test purpose and procedures. We talk about adequate sleep, good eating. We have recess between tests. We read directions aloud. It is a supportive and compassionate environment for test
- Space kids out- so they can breathe and function.
- A lot of practicing ahead of time, talked about how basketball team practices & practices makes you better
- The windows are open depending on room temperature. Students take a pledge to do their best. Kleenex's are placed on every desk so they do not have to move.
- If questions, they can raise hand but the teacher can not give any help with the item themselves. The teachers do not give any homework that week. They encourage the parents to have the students get plenty of rest and eat well. The school had an academic pep assembly. Snacks are provided by the PTSO and Student Council along with water and a pencil with a slogan. Sharp minds - Sharp pencils, BVMS.
- Test prep time. Students are taught relaxing activities. Tell the students to answer as best they can on their own. How to take a test - and test anxiety are handled with students before the test is even given.
- Don't show favoritism, don't help students, and make sure students not disruptive
- Messages on sidewalk to promote positive thoughts about testing (ms/hs)
- Extra recess; snacks; bottle water; breaks; chewing gum
- Relaxing day as possible; 2 test per day (in mornings)
- Talk positive, try to test in classroom environment that students are comfortable in; did a supportive talk to students, less homework,

- Classroom guidance booklets that helped; fun activities; made sure teachers knew to be positive during test
- Root beer floats; movie passes to kids at hs if proficient or advance; group award which they feed all kids; take kids to park
- Elementary staff provided snacks for their kids; special projects for the classes.
- Encouragement; inform parents; PTO supplied juice and healthy snacks
- Talked to kids of importance/seriousness
- Free breakfast during test window
- One area of building used for testing.
- They hand out water and snacks. The principal stresses no noise to the students. Students are tested by their homeroom teachers (Which has been their teacher for 3 years) Maximum of 25 students. Test tips are given during the week before the testing takes place. Students are provided with snacks.
- A Letter is sent to the parents on how to help their child be ready for testing. A breakfast is given every day. Different classes do different things to encourage and motivate students. They are positive activities to encourage students to do their best.
- Schools (Teachers) are doing small motivators regarding attendance and attitude towards testing. In the elementary (3rd) students are provided healthy snacks on testing days. Students that have no absences are given extra recess at the end of the testing period. In the Intermediate grades they have theme days (ex: Starbursts - and the theme is to be a test taking star) So student needs to be present on that day to participate, it is not held over. Middle and H/S are given attendance motivators. Schools an after testing breakfast - and then students who had perfect attendance get to attend. Principals address testing with the students before testing begins. Students look at last year's test scores to see what they need to do to improve. Students work on pre-tests before testing begins. In the 3rd grade the younger students (2nd) make cards of "encouragement" for the students taking the test.
- At all levels the teachers stress to the students to do well and explain what the tests are for. In the elementary school letters are sent home. An announcement is sent out in the District Newsletter with the testing dates and times. Encouragement is given from the teachers.
- Encourage the teachers weeks before the test to help students be knowledgeable of the fact that the test is coming up. Prep students before the test begin.
- In-service instructions, parent and student letters, spread it out, more breaks
- Every building has done what is appropriate for them including parent letters, assemblies and student incentives.
- We tried to validate the test through the parent, students, and state aspect. Tried to convey to the students how important the test was.
- Some of the same things we mentioned on the previous questions. A local church brought banana bread to the testing students. We had a school assembly to pump up the students to get ready for the test. We tried to stress the importance of the test but also that this is just a snapshot of their ability. Athletic booster club donated funds for snacks. Pepsi donated bottles of water.
- We rewarded last years students with a movie prior to testing. Next year students will benefit from this years testing. Nutritious snacks and breaks were provided. Letters were sent out to parents to inform parents what this was all about, also encourage parents/students in this letter to get a good nights rest.
- 1 room, 1 test administer, conducted an elementary pep rally to get ready for the test
- Whole school Pep Rally Teachers explain and worked with kids to let them know the importance of the test. Letters were sent to parents. If a student is late for class they go to study hall
- Team approach- treat it as a special week. Special activities day after tests (photography sessions) Snacks provided- Parents provide rewards at the end of the testing week. (ice cream fruit trays)

- Supt and TC in prior to testing to visit with students about doing their best, Spacing test out during window. No more than three tests for a total 2 hrs in any given day.
- In Elementary health is tied in HSD FACS provides
- Snacks are provided by the PTA. They have their tests first and then snack time and recess and then back to testing.
- Positive notes are given to the students from the teacher. Parents are asked to write positive notes to their children also. Time was spent educating parents before testing began. Parents were very supportive in regards to having student get enough sleep and eating right during this time.
- The schools have an assembly so the students know about the test. They have a Pep Rally for all students to get fired up. Students are asked to do their best and all students test at the same time. Their students have a serious attitude towards testing.
- An article is placed in the town newspaper, in the school calendar and in the school newsletters. Counselors also place their information in the above media.

What steps do you provide so that adequate supervision will take place in your classrooms during testing?

- Seating priorities; rows, not groups; extra pencils; extra paper
- Always two adults present per room
- Schedules coordinated
- Spread students out
- Locked door
- If additional help is needed a reading and/or math specialist can come into the room.
- We put a lot of time into the schedule that we developed. All teachers were assigned to a room of students. Students were broken into smaller groups for easier supervision.
- Students on IEP's are not there in the room testing. So more time is focused on main stream students during testing. I walk around the room. Answer questions if needed.
- Put folders up for more privacy.
- We have roving teachers to fill in, in case the teachers have to leave for bathroom.
- Walk around to make sure on correct test and answer sheet
- Math teachers give the math; English teacher gives English part.
- Developed schedule and training during in-service; discussion of expectations
- Testing Coord sends out an email every morning to teachers and walks them through what is expected for that testing day.
- Teachers are asked to move about the room while testing is taking place. They know their students and can monitor the room easily. Teachers also make sure that the student receives their same booklet back each day even if they have an answer sheet.
- The students are assigned to their first period teachers or homeroom teachers. These teachers know them the best. Teachers are always in the room.
- Use the same teachers that the students are comfortable with. For example - homeroom teachers. Students are split up in manageable groups - less than 25 per teacher. The proctors or teachers that are chosen can also maintain proper discipline.
- Test coordinator did the testing on 23 juniors so supervision was done by monitoring with classroom teacher along with coordinator.
- We have proctors in all the classrooms including special ed teachers and some from all the staff.
- TC and Supt have un announced walk throughs
- One on one visit with teacher and schedule to be a resource for them

What steps did you take to inform Home School parents of the requirements for testing their child(ren)?

- Call the parents; make sure they had the information they needed.
- Send out letter and called home school parent; some parents used other forms of test;
- Sent letter 2 weeks prior; explained what law says; in-service to parents (had to come to school)
- Letter sent to parents 1-2 weeks prior; proof-of-testing (50% tested at school)
- They have every parent and student that are home schooling on file. Letters go out and then parents need to decide if they are taking the SAT10. If they are not they are to find another norm referenced test. They have to have the results on file by August 15th in order to file for a certificate of exemption for the next year.
- They are called to come in and sign security affidavits and a material check out. The test coordinator goes through questions with the parents. For example when items need to be returned. The procedure is working for them.
- A letter is sent and followed up with a phone call. The tests are provided from the school. The parents must sign off. Those that do own testing need to file with principal for exemption next year.
- This is handled through the District Test Coordinator. She sends out letters (unsure what they do) Structural Support Services. Not his question to answer.
- Personal contacts

How would you improve the testing procedures for the DakotaSTEP?

- It went well. Everything is fine.
- Liked suggested times, color coding, and provided materials
- We have to be patient and give our students time to do things. Some students needed more time and some finish early which makes it hard.
- We do a pretty good job- we break it up- kids have no distress.
- Feeling quite comfortable with the way it is presently set up.
- Felt that procedures went very smoothly. Directions are easy to follow and well laid out. Feels it covers the standards well as far as The Problem Solving Portion.

How would you improve the testing procedures (i.e. – ordering materials, receiving materials, customer service, etc.) for any of the assessments that is required by NCLB?

- Liked to download DFA;
- The few things that were missing or we did need were sent overnight mail or in a timely manner. Things were handled in a professional manner.
- This is the best we've done ---this year.
- No problems with writing test in the fall, The 3-8 and 11 getting material f were here well before the testing period.

Additional Comments

- Having this form from the workshops was helpful in preparing in-service and it could be used to "motivate" teachers
- Teachers cooperate, cover up inappropriate materials on their walls and do an overall good job of testing.
- Our district works very hard to insure confidentiality for our students. We try to make this a positive experience for our students with a positive outcome for the district.
- In the Elementary-Middle- and Colony School Each classroom teacher take their own wall displays down and the coordinator did a walk through. In the hs it has not been done yet- Students test in locations that are not classrooms so nothing is currently on the walls.